



# Kentucky MGMA Scholarship Program

Effective Date: July 2017

The Kentucky MGMA annual Scholarship Program is to assist Active Members in their professional development as Medical Practice Managers and Administrators through the advancement of their education through the American College of Medical Practice Executives (ACMPE).

1. Kentucky MGMA will provide two (2) scholarships per year.
2. Scholarship Year: January 1 through December 31.
3. Scholarship Amount: \$1,000.00 per individual.
4. The Board will review the financial status of the Chapter's ability to fund the next year's scholarship fund on an annual basis each June. The Board may add additional Scholarships if funds are available. In the event the Board votes not to fund the full amount of two Scholarships per year, the Board's decision will be announced to the members no later than July 1 via email and posting online.
5. Announcements to Members:
  - A. Initial announcement of the Board's decision to fund the next year's scholarship program will be announced via email and posting online no later than July 1. At this time, members will be reminded of the process of applying and how to obtain Applications.
  - B. Announcements of Open Application period will be sent via the list serve no less than:
    - First Announcement - Between July 1 and July 10
    - Second Announcement – Between July 20 and July 31
    - Third Announcement – Between August 10 and August 20
6. Eligibility:

Applicants:

  - A. Must have completed 12 months as an Active Member with KMGMA by the first day of the Open Application period.
  - B. Must maintain Active Member status during the Scholarship Year.
  - C. Must meet the requirements to be accepted into the College, or if currently a Nominee, must be in the process of attaining Certified or Fellowship status with ACMPE.
  - D. Eligibility is open to Officers and Committee Chairs.
  - E. A member is only eligible to receive Scholarship every other year. If a Scholarship is not awarded to the member, the member may apply each year.
7. Application Process:
  - A. Applications shall be available through the KMGMA Administrative Assistant.
  - B. Applications will be accepted from August 1 through August 31.
  - C. Applications must be mailed to: Kentucky MGMA  
P.O. Box 365  
Buckner, KY 40010-0365
  - D. Faxed or emailed Applications will not be accepted.

- E. Applications must be postmarked no earlier than August 1 and no later than August 31. Applications postmarked before August 1 or after August 31 will not qualify for eligibility.
- F. Applications must be completed in full to be considered for Scholarship. Incomplete Applications will not be accepted.

8. Verification of Applications:

- A. Due to time constraints, the Administrative Assistant will review each application received within the Open Application period to check for completion and membership eligibility. The Administrative Assistant will make reasonable effort to assist the member if necessary to achieve completion of Application.
- B. The Administrative Assistant will bring all Applications to the Fall Conference Board Meeting for Board review.
- C. Board Review and Acceptance of Application:
  - Step One: Officers will review each application and approve for eligibility.
  - Step Two: Committee Chairs will review each application and approve for eligibility.
  - Step Three: Each application must be signed by an Officer and Committee Chair.
- D. All approved Applicants will be announced via email. All approved Applicants will receive written notification of their approval by the President and their eligibility for the drawing if applicable.

9. Drawing:

- A. In the event there are more Approved Applications than scholarships, a drawing for the two scholarships will be held at the Fall Conference Business meeting.
- B. Drawing process:
  - a. The Names of the Approved Applicants will be announced at the Fall Conference Business meeting and placed in a basket for the drawing.
  - b. Because Associate Members are not eligible for the Scholarship, it is recommended that an Associate Member of the Board draw the name from the basket. This process will be repeated until all scholarships are awarded.

10. Payment of Scholarship Funds:

- A. The scholarship fund is based on completion of training; therefore, receipts for expense will be forwarded to the Treasurer for reimbursement.
- B. Eligible Expenses must be submitted to the Treasurer no later than sixty (60) days from the date the expense occurred. Receipts received after 60 days will be considered ineligible for reimbursement.
- C. The expense must occur during the Scholarship Year. Expense cannot apply toward events that occurred in the prior year or prepaid expenses for events occurring in the following year.
- D. Receipts for reimbursement will be accepted until the last day of February following the Scholarship Year.
- E. Unused funds will be forfeited and will not carry forward.
- F. Eligible expenses for reimbursement may include: registration fees to seminars or educational meetings, ACMPE fees, testing fees, travel limited to mileage at current IRS rates, airline tickets accompanying registration of a program, hotel expense not to exceed \$150.00 per night limited to day before or the day following the close of the program. Food and books are not reimbursable expenses.
- G. The Chapter may prepay a registration fee versus reimbursement if a registration fee exceeds \$150.00 per event. Due to travel restrictions, airline tickets can never be prepaid. Requests for

payment for prepaid expenses must be received 60 days prior to the event. Proof of attendance is required, or expense will be repaid by the Member.

H. The Treasurer with assistance from the Administrative Assistance is responsible for verifying eligible expenses and Scholarship fund availability before reimbursement is made to the Member.

11. ACMPE Eligibility:

ACMPE Admission requirements must be obtained from MGMA, as requirements may change from time to time. For information call 1-877-ASK-MGMA or visit their web site at [MGMA Education & Certification](#)

General Guidelines as of Summer 2015:

1. Be a current member of MGMA,
2. Pay a one-time application fee to ACMPE,
3. Submit your completed ACMPE application form, along with documentation of two years of healthcare management experience, including at least six months in a supervisory role. NOTE: Starting January 1, 2019, applicants will need a bachelor's degree or 120 college credit hours (in addition to the current requirements) to apply.

Once you have fulfilled the qualifications and MGMA has verified your professional experience, you will be notified of your acceptance.

---

Adopted: 07/01/2017